

# POST ON BULLETIN BOARD

## AGR VACANCY ANNOUNCEMENT

WASHINGTON AIR NATIONAL GUARD  
194<sup>TH</sup> FORCE SUPPORT FLIGHT (DPC)  
BLDG 107, CAMP MURRAY  
TACOMA, WASHINGTON 98430-5012

ANNOUNCEMENT: 10-027-WADS

OPENING DATE: 28 SEPTEMBER 2010

CLOSING DATE: 28 OCTOBER 2010

POSITION AVAILABLE: 1 MAR 2011

<u>Position</u>	<u>Qualifying AFSC</u>	<u>Grade</u>	<u>Unit &amp; Location</u>
FIRST SERGEANT	8F000	MSGT	WADS Joint Base Lewis-McChord, WA

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This position will be filled under the provisions of Title 32, Section 502(f), United States Code. Selected applicant(s) will be ordered to active duty for one (1) to six (6) years. This is a career position. Members may apply for tour renewal at the end of each and any subsequent follow-on tour. Enlistment/Appointment in the Washington Air National Guard is a prerequisite for entry into the AGR program. Continued membership in the Washington ANG is a condition for retention in the AGR program.

Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade comparability requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.

**SUMMARY OF DUTIES:** Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well being, career progression, professional development, and recognition of all assigned enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, discipline, mentoring, and welfare of the enlisted force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander, and appropriate base agencies. WADS policy requires initial AGR tours up to four years with potential for renewal at the end of current tour. Subsequent AGR tours are limited to a minimum of two years and a maximum of four years.

**AREA OF CONSIDERATION:** All members of the Washington Air National Guard and those eligible for immediate enlistment in the Washington Air National Guard.

**EXPERIENCE EVALUATION:** Applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the "Job Elements" stated below. These elements are considered essential for successful performance in the position.

**Element I** – Knowledge of personnel management with emphasis on personnel and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques is mandatory.

**Element II** – Must be able to communicate effectively both written and verbal.

**Element III** – Must be proactive and aggressive in the performance of duties; must demonstrate strong initiative; requires innovative thinking; this vocation calls for tremendous strength of character.

**Element IV** – Must be prepared to be on call 24 hours a day and expect long and irregular duty hours

**Element V** – Knowledge of Air Defense Sector and/or command & control organizations is desirable

*RESPONSE TO THE JOB ELEMENTS IS VOLUNTARY. HOWEVER, THE SIGNIFICANCE OF THESE "JOB ELEMENTS" RELATIVE TO THE SPECIALIZED EXPERIENCE CRITERIA CITED UNDER THE MINIMUM REQUIREMENTS REQUIRES SPECIAL ATTENTION. WRITTEN RESPONSE TO EACH OF THESE "JOB ELEMENTS" WILL ENSURE THAT SPECIALIZED EXPERIENCE IS RECOGNIZED AND CREDITED.*

### **SELECTION CRITERIA:**

- a. Should be able to complete 20 years active Federal service prior to age 60. If member will not be able to complete 20 years prior to age 60, the member must complete statement of understanding.
- b. Must meet the physical qualifications outlined in AFI 48-123 and be worldwide qualified for ANG membership (Reference APPLICATION PROCEDURES #a4).
- c. Must possess or be able to obtain a SECRET security clearance.
- d. Must meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above on the Fitness Assessment as of the closing of this announcement.
- e. Applicants must not be receiving an immediate military retirement annuity.
- f. Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- g. Applicant must be a MSgt.
- h. Applicant must possess at least a 7-skill level in current AFSC.
- i. Applicant must have completed NCO Academy.
- j. Applicant must be able to complete the USAF First Sergeant Academy within one year of assignment, and the USAF Senior Noncommissioned Officer Academy course (in residence or correspondence) within two years of assignment.

### **APPLICATION PROCEDURE:**

- a. Applicants may apply for this position by submitting:
  - 1) Although not required, a resume cover letter is recommended.
  - 2) Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties.
  - 3) NGB Form 34-1, (dated 16 Feb 2010), Application for AGR Position (available at any base Civilian Personnel Office, Federal Job Information Center or on the website <http://www.ngbpdc.ngb.army.mil/forms.htm>). *NOTE: Must be submitted with an original signature.*
  - 4) Current Records Review (if currently assigned to the USAF, USAFR or ANG - can be obtained from vMPF). *NOTE: For officer positions, a Data Verification Brief (DVB) is NOT a replacement.*
  - 5) For ANG and USAFR members: include Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages.
  - 6) Copy of all DD Form(s) 214, NGB Forms 22, and any other official documentation to verify any active duty service.
  - 7) Fitness Result Assessment sheet with a passing score within 12 months of the announcement closing date.
  - 8) Copy of current AF Form 422 or printout of AF Form 422a (dated or re-certified within 12 months of announcement closing date). This requirement is not applicable for current WA ANG AGR members.
  - 9) Upon selection, you will be required to provide the following additional medical documentation: Current physical/PHA; HIV test within the last six months; pregnancy test for females; specific AFSC eligibility requirements as required. This requirement is not applicable for current WA ANG AGR members.

- b. Applications must be submitted and received at DPC by the closing date of the announcement. Otherwise, applications will not be accepted. All applications must arrive no later than 1530L on closing date.

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**\*\*Applications will not be returned. A separate application must be submitted for each vacancy announcement. Fax and email copies will not be accepted as original signatures must be on file. No applications or addendums thereto will be accepted after the closeout date/time.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The WA National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.

### **POINT OF CONTACT:**

DPC (Voice)	DSN 370-3331	Comm (253) 512-3331	<a href="mailto:lorie.moore@ang.af.mil">lorie.moore@ang.af.mil</a>
WADS (Voice)	DSN 382-4610	Comm (253) 982-4557	<a href="mailto:allan.lawson@mcchord.af.mil">allan.lawson@mcchord.af.mil</a>

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The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or his designated representative.